

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5105

TITLE: PROJECT COORDINATOR

GRADE: S-31

DEFINITION:

Under direction, to participate in the administration and technical supervision of major construction planning and/or road/bond transportation projects; and to do related work as required.

TYPICAL TASKS:

Actively participates in the planning, supervision, and coordination of major and/or sensitive construction or acquisition projects;
Provides supervision, guidance, and training to subordinate technical staff;
Confers with County attorneys, County and State agencies, architects, engineers, staff members, and contractors regarding the progress of construction and/or acquisition projects, code compliance, and securing of permits;
Negotiates and resolves major and/or sensitive purchases of real property;
Testifies in court on condemnation matters;
Reviews construction plans and specifications, shop drawings, insurance claims, payment requisitions, and inspection reports;
Processes easements for utilities;
Reviews cost estimates, cost studies, and contract documents;
Attends bid openings;
Administers contracts;
Approves change orders;
Oversees inspection procedures and assignments;
Prepares Board items and makes presentations to the Board;
Attends public hearings;
Assists in the preparation of the agency budget;
Compiles facts and prepares reports and correspondence.

DISTINGUISHING CHARACTERISTICS:

In the County system, this class is typically used for project positions which are established for complex, highly sensitive projects of one or two years duration.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theories and practices of civil engineering;
Knowledge of the principles and practices of real property acquisition;
Familiarity with laws governing condemnation proceedings;
Knowledge of modern construction practices and methods;
Negotiation skills;
Ability to review and analyze construction plans and specifications;
Ability to enforce contractual specifications;

Ability to train and supervise subordinates;

Ability to establish and maintain effective working relationships with County officials, property owners, contractors, and the public;

Ability to prepare correspondence and reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a Bachelor's degree in Urban/Regional Planning, Architecture, Landscape Architecture, Engineering, Public or Business Administration or a related; PLUS

Six years of progressively responsible experience in or affiliated with land planning and/or redevelopment.

REVISED: November 16, 2004

REVISED: May 9, 1990